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Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Custody of Claims**

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application for Custody of Claims**.

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

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